

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, SEPTEMBER 8, 2008

PRESENT: ROBERT K. TEBAY, PRESIDENT
RICK MODESITT, COMMISSIONER
DAVID BLAIR COUCH, COMMISSIONER

On this date, the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion made by Robert K. Tebay, seconded by Rick Modesitt and made unanimous by David Blair Couch, approved minutes of September 4, 2008.

At 9:50 A.M., the County Commission met with Ed Hupp who asked about the decision regarding the new furniture for the training room at the 9-1-1 office. Commissioner Modesitt stated he talked to Randy Lowe, Director of the 9-1-1 (Telecommunications) Center and was in favor of moving ahead. The County commission signed the order. Commissioner Tebay stated the 9-1-1 should contact the Wood County Day Report Center to see if they need any of the old furniture for their potential new site.

At 10:30 A.M., the County Commission met with Jamie Six, County Clerk regarding poll workers. Mr. Six stated the Republican Party was having trouble getting workers so his department ran an ad in the newspaper, which seemed to help. He has not heard from the Democratic Party yet to see if they were having any difficulties. Commissioner Modesitt stated he feels the County needs to start finding a younger group of poll workers since the current group is aging and not as available as in the past. Commissioner Tebay asked Mr. Six if there was an emphasis being placed on getting eighteen year old high school students involved. Mr.

Six stated they made a push in the schools and signed up several students. However, a large number of those signed up did not show up. After discussion, Jamie Six, Clerk of the County Commission of Wood County, and Melody Ross, Deputy Clerk, presented to the County Commission a list of the poll worker nominees submitted by the Wood County Republican Executive Committee and a list of poll worker nominees submitted by the Wood County Democratic Executive Committee, who will work the Statewide General Election to be held November 4, 2008. The County Commission, upon a motion made by Rick Modesitt, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby APPROVE the aforementioned lists of poll workers. In accordance with Chapter 3, Section 1, Article 28, the aforementioned problems are listed as reasons to suspend the eligibility to serve as an election official. An Order was prepared regarding this matter.

At 10:42 A.M., the County Commission met with Greg Smith who reported to the Commission regarding the upcoming Air Show. He stated they have more groups signed up than they had planned for and they are expecting a large military presence. He then stated Governor Manchin was going to be the Air Marshall for the vent. He invited the Commissioners to attend all the events for the three day weekend.

At 11:00 A.M., the County Commission met with Dave Ashley and David Jeffreys who addressed the Commission regarding the WV Duals and are asking for \$5,000.00 from the Innovative Grant Program.

The County Commission of Wood County, upon a motion made by Rick Modesitt seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the donation of five thousand dollars and zero cents (\$5,000.00) to Parkersburg High School Athletics to be used towards expenses incurred in the sponsorship of the West

Virginia Duals Wrestling Meet to be held January 30, 2009 through January 31, 2009. Said donation will be paid out of the Innovative Programming Grant Fund of the County. An Order was prepared regarding this matter.

Next, Dave Ashley and Norm Harris, from Vienna, asked for Innovative Grant Program funds in the amount of \$5,000.00 for the WVIAC Women's Softball Tournament and \$5,000.00 for the WVSSAC State Girls' High School Softball Tournament.

After discussion, the County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the donation of five thousand dollars and zero cents (\$5,000.00) to the City of Vienna to be used towards expenses incurred during the 2009 WVSSAC State Girls High School Softball Tournament to be held May 27, 2009 and May 28, 2009. Said donation will be paid out of the Innovative Grant Fund of the County. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the donation of five thousand dollars and zero cents (\$5,000.00) to the City of Vienna to be used towards expenses incurred during the 2009 WVIAC Division II College Softball Tournament to be held April 30, 2009 through May 2, 2009. Said donation will be paid out of the Innovative Programming Grant Fund of the County. An Order was prepared regarding this matter.

At 11:00 A.M., County Clerk Jamie Six brought an example of the City of Parkersburg proposal for pay rates for their employees. He discussed the method of pay for County employees as well as the creation of a budget line item for all the offices. Commissioner Couch asked for two weeks to study the plan. Mr. Six said that was acceptable.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE Robert K. Tebay, in his official capacity as President and on behalf of the County Commission to sign the Request for Reimbursement in regard to the West Virginia Division of Criminal Justice Services Grant No. 07-EUD-83. Said request is in the amount of one hundred dollars and zero cents (\$100.00) for the month of August, 2008. Along with the Request for Reimbursement Form; a Financial Recap Page; the Project Financial Report, the Time Sheet for Kelly Shook, Grant Coordinator; the Monthly Project Director's Report; the Grant Progress Report and Contractual Agreements with Kelly Shook, Grant Coordinator and Joann Powell, Executive Director, Westbrook Health Services, Inc. Documentation pertaining to the Division of Criminal Justice Services Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE the purchase of a road sign for Worthington Terrace. Said sign was requested by Kevin Grose, Parkersburg, West Virginia. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-two thousand seventy-eight dollars and eighty-four cents (\$62,078.84) of which two hundred thirteen dollars and seventeen cents (\$213.17) represents

reimbursement to Wood County for expenses incurred during the month of May, 2008, in regard to the Governor's Highway Safety Program Grant Number F08-HS-03-408. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 68, at Page 337 and bearing the date of July 17, 2008 at which time Robert K. Tebay, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-two thousand seventy-eight dollars and eighty-four cents (\$62,078.84) of which one thousand two hundred forty-seven dollars and fifty-seven cents (\$1,247.57) represents reimbursement to Wood County for expenses incurred during the month of June, 2008, in regard to the Governor's Highway Safety Program Grant Number F08-HS-03-2011. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 68, at Page 338 and bearing the date of July 17, 2008 at which time Robert K. Tebay, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-two thousand seventy-eight dollars and eighty-four cents (\$62,078.84) of which nine thousand seven hundred fifty-four dollars and sixty-one cents (\$9,754.61) represents reimbursement to Wood County for expenses incurred during the month

of June, 2008, in regard to the Governor's Highway Safety Program Grant Number F08-HS-03-402. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 68, at Page 343 and bearing the date of July 21, 2008 at which time Robert K. Tebay, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-two thousand seventy-eight dollars and eighty-four cents (\$62,078.84) of which eleven thousand forty-seven dollars and forty-nine cents (\$11,047.49) represents reimbursement to Wood County for expenses incurred during the month of June, 2008, in regard to the Governor's Highway Safety Program Grant Number F08-HS-03-154. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 68, at Page 342 and bearing the date of June 23, 2008 at which time Robert K. Tebay, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

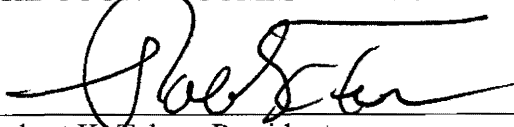
The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-two thousand seventy-eight dollars and eighty-four cents (\$62,078.84) of which thirty-nine thousand eight hundred sixteen dollars and zero cents (\$39,816.00) represents reimbursement to Wood County for expenses incurred during the month of July, 2008, in regard to the Governor's Highway Safety Program Grant Number F08-

HS-03-2011. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 68, at Page 355 and bearing the date of August 7, 2008 at which time Robert K. Tebay, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

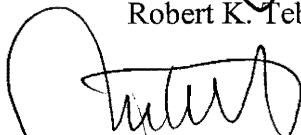
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

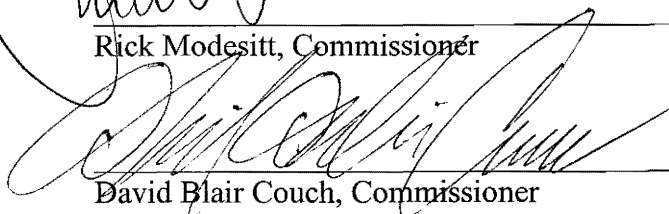
THE COUNTY COMMISSION OF WOOD COUNTY



Robert K. Tebay, President



Rick Modesitt, Commissioner



David Blair Couch, Commissioner

To listen to this meeting, please refer to CD labeled September 8, 2008.

Wood County Commission Meeting
Held September 8, 2008

Please Print

1.	PATRICIA A. BROOKOVER
2.	GREG SMITH -
3.	DAVID JEFFERY
4.	Norman Harris
5.	DAVID G. ASHLEY
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

TABLE III
CIVIL SERVICE NON-EXEMPT POSITION CLASSIFICATIONS

<u>GRADE</u>	<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
CS-1	Firefighter (45)	\$29,000 (2496 Hours)	\$13.94 \$11.62
CS-2	Police Officer (48) Police Officer First Class (Increase \$.50/Hour After 5 Years Service)	\$30,000	\$14.42
CS-3	Fire Inspector (1)	\$31,000	\$14.90
CS-4	Fire Lieutenant (10)	\$32,000 (2496 Hours)	\$15.38 \$12.82
CS-5	Police Sergeant (7)	\$34,000	\$16.35
CS-6	Fire Captain (5)	\$35,000 (2496 Hours)	\$16.83 \$14.02
CS-7	Chief Fire Inspector (1)	\$35,500	\$17.07
CS-8	Police Lieutenant (5)	\$37,000	\$17.79
CS-9	Police Captain (2)	\$40,000	\$19.23

Pay Plan Proposal

TABLE II
SALARIED EXEMPT POSITION CLASSIFICATIONS

<u>GRADE</u>	<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>
S-1	Accountant (1) Automotive Services Supervisor (1) Buildings, Grounds & Floodwall Supervisor (1) Electrical Services Supervisor (1) Street Supervisor (1) Street Maintenance & Sign Supervisor (1) Waste Management Supervisor (1)	\$32,500
S-2	Assistant Finance Director (1) Computer System Administrator (1) Federal Projects Administrator (1) Financial Compliance Officer (1)	\$33,500
S-3	City Clerk (1)	\$34,500
S-4	Chief Code Official (1) Juvenile Service Specialist (1) Public Works Project Coordinator (1)	\$35,500
S-5	Assistant City Engineer (1) Land Surveyor (1)	\$36,500
S-6	Personnel Director (1)	\$42,500
S-7	City Engineer (1) Development Director (1) Finance Director (1)	\$49,500
S-8	Fire Chief (1) Police Chief (1) Public Works Director (1)	\$51,500

PART-TIME SALARIED EXEMPT POSITION CLASSIFICATIONS

<u>GRADE</u>	<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>
PTS-1	Municipal Court Judge (1)	\$17,500
PTS-2	Assistant City Attorney (1)	\$25,000
PTS-3	City Attorney (1)	\$36,000

TABLE I
HOURLY NON-EXEMPT POSITION CLASSIFICATIONS

<u>GRADE</u>	<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
H-8	Automotive Services Foreman (1) Building Maintenance Foreman (1) Memorial Bridge Office Manager (1) Parking Facilities Supervisor (1) Parks/Recreation Foreman (1) Personnel/Legal Specialist (1)	\$26,000	\$12.50
H-9	B & O Tax Auditor (1) Electrical Code Enforcement Officer (1) Electrician (2) Evidence Technician (1) Fire Department Administrative Assistant (1) Survey Assistant (1)	\$27,040	\$13.00
H-10	Delinquent Accounts Collector (1) Engineering Inspector (1) Housing Inspector (1)	\$28,080	\$13.50
H-11	Benefit/Legal Specialist (1) Engineering Associate (1) Master Electrician (1) Planning Administrator (1)	\$29,120	\$14.00

PART-TIME HOURLY POSITIONS:

	<u>CURRENT</u>	<u>PROPOSED</u>
Memorial Bridge Toll Collectors: Start	\$7.69	\$7.75
6 Months	\$7.94	\$8.00
1 Year	\$8.19	\$8.25
2 Years	\$8.94	\$8.75
3 Years	\$9.19	\$9.25

SEASONAL PART-TIME CROSSING GUARDS: \$6.00 Per Hour to \$6.55

SEASONAL TEMPORARY EMPLOYEES: \$6.55 Per Hour

SEASONAL RECREATION EMPLOYEES:

Lifeguards/Cashier	\$5.85 to \$6.55*
Assistant Managers	\$6.35 to \$7.00
Managers	\$7.65 to \$8.50

*Recommend \$250.00 Bonus for Working through Labor Day

TABLE I
HOURLY NON-EXEMPT POSITION CLASSIFICATIONS

<u>GRADE</u>	<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
H-1	Parking Enforcement Assistant (2)	\$18,720	\$ 9.00
H-2	Custodian (2) Municipal Court Clerk (2) Skilled Laborer (1)	\$19,760	\$ 9.50
H-3	Caretaker (3) Public Safety Tele-Communicator (3)	\$20,800	\$10.00
H-4	Light Equipment Operator (25) Floodwall Maintenance Mechanic (1) Parking Office Assistant (1) Public Works Office Assistant (3) Police Clerk (3)	\$21,840	\$10.50
H-5	Development Administrative Assistant (1) Police Administrative Assistant (1) Craftsman (1) Garage Mechanic (5) Medium Equipment Operator (14) Municipal Court Supervisor (1) Senior Police Clerk (1) Public Safety Tele-Communicator (TAC) (1) Public Works Foreman I (3)	\$22,880	\$11.00
H-6	Accounts Payable Clerk (1) Billing Clerk (1) Code Technician (1) Finance/Purchasing Clerk (1) Floodwall Foreman (1) Heavy Equipment Operator (7) Payroll Clerk (1) Public Works/Memorial Bridge Administrative Assistant (1)	\$23,920	\$11.50
H-7	Code Official (3) Executive Administrative Assistant (1) Finance Administrative Assistant (1) Public Works Foreman II (3) Purchasing Administrative Assistant (1) Zoning/New Business Assistant (1)	\$24,960	\$12.00